

**C-3****GOVERNMENT-FURNISHED PROPERTY AND SERVICES****Table of Contents**

GOVERNMENT-FURNISHED PROPERTY AND SERVICES .....	1
3.1 GENERAL .....	1
3.1.1 CONTRACTOR ACCOUNTABILITY .....	1
3.1.2 INVENTORY MANAGEMENT .....	1
3.1.3 PROPERTY SHORTAGES/DAMAGES .....	3
3.1.4 SECURITY .....	4
3.1.5 CHANGE OF STATUS FOR GOVERNMENT-FURNISHED PROPERTY .....	4
3.2 FACILITIES .....	4
3.2.1 GENERAL .....	4
3.2.2 JOINT USE .....	4
3.2.3 MAINTENANCE AND REPAIR.....	5
3.2.4 FINAL CONDITION .....	5
3.2.5 GOVERNMENT ACCESS.....	5
3.3 UTILITIES.....	5
3.4 EQUIPMENT .....	5
3.4.1 ACCOUNTABILITY .....	5
3.4.2 USAGE .....	6
3.4.3 TRANSFER.....	7
3.4.4 AUTOMATED DATA PROCESSING EQUIPMENT (ADPE).....	7
3.5 MATERIAL.....	7
3.5.1 GENERAL.....	7
3.5.2 REQUESTS FOR AND STOCKING OF MATERIAL .....	7
3.5.3 FUEL.....	8
3.5.4 EQUIPMENT MANUALS, SUPPLY CATALOGS, AND FORMS .....	8
3.6 SERVICES .....	9
3.6.1 EMERGENCY SERVICES .....	9
3.6.2 COMMUNICATIONS .....	10
3.6.3 MAIL AND OTHER CORRESPONDENCE.....	11
3.6.4 PRINTING .....	11

3.6.5 TRAINING OF CONTRACTOR EMPLOYEES .....	11
3.6.6 CONTRACTOR PARKING: .....	12
3.6.7 TRASH REMOVAL.....	12
3.6.8 GENERAL SERVICES ADMINISTRATION (GSA) CREDIT CARDS.....	12

**List of Technical Exhibits**

<u>Exhibit Number</u>	<u>Title</u>
3-001	Contract Data Requirements Lists (CDRLs)
3-002	Government-Furnished Facilities
3-003	Government-Furnished Facilities - Layouts
3-004	Government-Furnished Equipment

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**C-3****GOVERNMENT-FURNISHED PROPERTY AND SERVICES****3.1 GENERAL**

The Government will provide the facilities, utilities, equipment, parts, supplies, and materials described herein as Government-furnished property. Government-Furnished Property (GFP) consists of Government-Furnished Facilities (GFF), Government-Furnished Equipment (GFE) Government-furnished supplies and materiel, and Government-Furnished Utilities placed in the Contractor's custody. The Government will also provide certain services to the Contractor. The Contractor shall not use GFP or services for any other purpose than execution of work under this Contract.

**3.1.1 CONTRACTOR ACCOUNTABILITY**

3.1.1.1 Transfer of Accountability. The Contractor shall become accountable for GFP when the Installation Property Book Officer transfers it from the Government accountable records to the Contractor via DA Form 3161 or DD Form 1149.

3.1.1.2 Property Control System Plan. Within ten days of Contract start, the Contractor shall provide a Property Control System (PCS) Plan to the COR (CDRL 301R001). The Contractor shall ensure that the PCS includes the requirements of this Contract and meets property requirements contained in Federal Acquisition Regulation (FAR) 45.5 and AR 71-13. The Contractor shall update the plan annually or as required based on changes to property regulations and requirements.

3.1.1.3 Property Administration. The Contractor shall perform property administration in accordance with FAR Part 45, as supplemented by Department of Defense (DFARS) and Department of the Army (AFARS), AR 71-32, AR 710-2, DA Pam 710-2-1, AR 735-5 and SPDS.

3.1.1.4 Report of Government Property. The Contractor shall prepare and submit to the COR an annual Report of Government Property, DD Form 1662 (CDRL 301R002).

3.1.1.5 Removal of Property. The Contractor shall not remove GFP from the Installation or other supported areas without written approval from the Property Administration Officer. Department of the Army Form 1818, Individual Property Pass shall be used to obtain Property Administration Officer approval for the removal of GFP from the Installation.

**3.1.2 INVENTORY MANAGEMENT**

3.1.2.1 Initial Inventory Procedures. The Contractor shall attend a phase-in GFP transfer and inventory meeting with the Property Administration Officer. The meeting will be scheduled by the Government prior to Contract start.

3.1.2.1.1 Within ten days of Contract start, the Contractor shall conduct a phase-in 100% joint inventory in accordance with AR 71-13, AR 710-2, DA Pam 710-2-1

and AR 735-5 (CDRL 301R003). This inventory shall include, but is not limited to, facilities, to include keys; property received from the IPBO; and materiel items of work in progress; e.g., equipment on active maintenance work orders. On-hand supplies shall be inventoried at a summary level. Activities to be inventoried will be designated by the Contracting Officer or his representatives. This provision does not preclude prior inspection of GFP by the Contractor. The operational or conditional status of all GFF and GFE shall be determined. Any item found to be broken or not suitable for its intended purpose shall be recorded. The COR and the Contractor shall certify as accurate the joint inventory. The Contractor shall keep the inventory listing current.

3.1.2.1.2 At the time of the inventory, all GFE shall be jointly inspected. The inspection shall be recorded on VHS videotape (with narration) by the Contractor, and the tape shall be provided to the Government upon completion of the inspection (CDRL 301R004). All valid upholstery, body, and fender discrepancies shall be noted and may be corrected by one or both of the following methods at the Government's option. A Government representative will determine validity.

3.1.2.1.2.1 The Government may correct noted discrepancies prior to the Contract start date, or

3.1.2.1.2.2 The Government may require the Contractor to repair discrepancies subject to reimbursement by the Government.

3.1.2.1.3 The Contractor shall sign custody records. The Contractor shall prepare, certify, and submit a detailed final Government Property Inventory Report within 60 calendar days after Contract start (CDRL 301R005). The Contractor shall ensure that the Government Property Inventory Report is jointly approved by the Government and the Contractor. The Contractor shall maintain property custody records in a current status.

3.1.2.2 Periodic Inventory.

3.1.2.2.1 The Contractor shall establish and maintain records of GFP in use by the Contractor (CDRL 301R006). The records shall be maintained in accordance with the functional guidance for the automated system in use or manually in accordance with the instructions contained in AR 710-2, DA Pam 710-2-1, and FAR Section 45. The records system shall be reviewed by the COR. The Contractor shall make all changes to the record system required by the COR. Upon approval by the COR, the records system shall become the Contractor's official GFP control system. It shall remain in use until termination of the Contract or written withdrawal of approval by the Contracting Officer.

3.1.2.2.2 The Contractor shall conduct a semi-annual physical inventory of all GFP with a value in excess of \$100 per inventory item. The Contractor shall also submit a report of results of physical inventory to the COR within ten working days of inventory completion (CDRL 301R005).

3.1.2.2.3 The Contractor shall conduct special inventories as requested by the COR (CDRL 301R007).

3.1.2.2.4 The Contractor shall prepare administrative adjustment documents in accordance with AR 735-5 and provide them to the Property Administration Officer within 30 days of inventory completion (CDRL 301R008).

3.1.2.3 Contract Expiration/Termination Inventory Procedures. The Contractor shall attend a phase-out GFE transfer and inventory meeting with the Contracting Officer. The meeting will be scheduled by the Government approximately 60 days prior to Contract completion or termination date.

3.1.2.3.1 One month prior to expiration or termination of the Contract, an inventory of all GFP shall be conducted by the Contractor and observed by the Government. The Contractor shall prepare, certify, and submit a detailed final inventory report (jointly approved by the Government and the Contractor). The Inventory shall include the same data as required for the initial inventory.

3.1.2.3.2 During the final inventory, all Government furnished GFE shall be jointly inspected. All valid upholstery or body and fender discrepancies shall be noted and may be corrected by one or both of the following methods at the Government's option. Validity will be determined by a Government representative.

3.1.2.3.2.1 The Contractor shall correct noted discrepancies prior to Contract expiration, or

3.1.2.3.2.2 The cost of repair shall be deducted from the final payment to the Contractor in accordance with 3.1.2.3.4 below.

3.1.2.3.3 At the completion of the Contract, the Contractor shall return the same property or property equal in type, kind, quality, and quantity of items as originally furnished by the Government and accepted by the Contractor. Government property shall be in the same or better condition as when originally furnished, less fair wear and tear.

3.1.2.3.4 For all items requiring repair or replacement, the Government will determine equivalent monetary value required to repair or replace the item, plus a 20% markup for administrative and other expense costs to compensate the Government for costs incurred in re-establishing the same levels of inventory. The Contractor shall reimburse the Government at current Government-estimated replacement value or estimated amount to cover cost of repair as determined by the COR. This amount will be withheld from the Contractor's invoice and shall be deducted from the Contract payment by the Government.

### 3.1.3 PROPERTY SHORTAGES/DAMAGES

The Contractor shall be liable for the shortages, loss, damage, destruction or excessive consumption of Government property as specified in Section 45.504 of the FAR, Section 45.503 of the AFARS, and paragraphs 2-5 and 14-14 of AR 735-5.

3.1.3.1 Contractor liability does not cover equipment that was assigned to Government personnel at the time of loss, damage, or destruction. An example of this is a vehicle on extended dispatch to Government personnel. For those pieces of equipment, the commander or supervisor of the driver will take action required by GSA Regional Bulletin FPMR 7-G-171 or other applicable regulations.

3.1.3.2 The Contractor shall report discovery of lost, damaged or destroyed Government-furnished property via telephone or messenger to the Contracting Officer within two working days after the discovery.

3.1.3.3 The Contractor shall investigate and submit a formal report of shortage, loss, damage, destruction or excessive consumption of Government-furnished property to the Contracting Officer within two calendar days after the discovery (CDRL 301R009). The Contractor shall report the specific property affected, including NSN, other identifying codes, and property nomenclature; the circumstances surrounding the loss, damage, destruction, or excessive consumption; the estimated cost of alleviating the problem, if required; and the expected impact on provision of Contractor services. The Contractor shall enter, "Used in-lieu-of Report of Survey - AFARS 45.503" on reports of lost, damaged or destroyed Government-furnished property.

#### 3.1.4 SECURITY

The Contractor shall be responsible for the physical security of Government-furnished property and installed equipment in accordance with AR 190-51 and the requirements of this Contract. The Contractor shall secure all Government-furnished facilities when not occupied by Contractor personnel. The Contractor shall maintain an activity security checklist for each individual facility as part of the Contractor's Physical Security Program.

#### 3.1.5 CHANGE OF STATUS FOR GOVERNMENT-FURNISHED PROPERTY

When Government-furnished property is no longer required or suitable for intended use, or has reached the end of its economic life, the Contractor shall prepare and provide transfer documentation to the COR for approval and disposition directions (CDRL 301R010). Upon approval, the Contractor shall process the items in accordance with the requirements of functional area 5.12. All property furnished under and all scrap resulting from this Contract shall remain the property of the Government.

### 3.2 FACILITIES

#### 3.2.1 GENERAL

The Government will furnish or make available to the Contractor facilities; areas within facilities; and equipment, tools, furniture, materials, and supplies therein as specified in Technical Exhibit 3-002. The Contractor shall not relocate activities or operational units within assigned facilities unless approved by the COR. The Government will provide the Contractor with a marked set of keys to facilities being used by the Contractor in the performance of this Contract.

#### 3.2.2 JOINT USE

The Contractor shall share some facilities (as indicated in Technical Exhibit 3-002) with the Government. In addition, other circumstances may arise which necessitate the sharing of additional facilities or equipment identified as Government-furnished property. The COR will coordinate necessary changes with the Contractor. The



Contractor shall not mark or affix any decals, emblems or signs portraying the Contractor's name or logo to Government Facilities or Real Property.

### 3.2.3 MAINTENANCE AND REPAIR

The Contractor shall initiate and provide all maintenance and repair of GFF and installed equipment therein accordance with the requirements of this Contract. The Contractor shall also provide all alterations or improvements to assigned facilities, and shall not make any alterations except with the written permission of the COR. Any such alterations or improvements are at the Contractor's expense and become the property of the Government, however the Government may require removal or dismantling of such improvements at any time.

### 3.2.4 FINAL CONDITION

The Government reserves the right to reallocate and relocate assigned facilities during the term of the Contract. Upon completion or termination of this Contract, or during such reallocation/relocations, Government-furnished facilities shall be returned to the Government in the same condition as at initial Contractor responsibility, fair wear and tear excepted.

### 3.2.5 GOVERNMENT ACCESS

COR-approved Government personnel shall have access to all Government-furnished facilities used by the Contractor. Government personnel may perform unscheduled visits during normal working hours. When required, Government personnel will check in and out with the Contractor, who may, at his discretion, escort them throughout the facility.

## 3.3 UTILITIES

The Government will furnish utilities as currently installed in GFF. All facilities do not receive the same utility services. Types of utility services furnished include electricity, gas, water, sewage, steam, fuel oil, and LP gas. The Contractor shall not change or modify any utility system or component without prior Government review and written approval. The Contractor shall not connect any Contractor-furnished equipment/system without prior Government review and written approval.

## 3.4 EQUIPMENT

Government-Furnished Equipment (GFE) is equipment provided to the Contractor for use in performing work specified in this Contract. The Contractor shall not use GFE for any other work unless prior authorization is received from the COR. The Government will make available to the Contractor, on a one-time basis, in "as is" condition, GFE listed in Technical Exhibit 3-004. The GFE listings shall not be construed as being sufficient to meet the requirements of this Contract.

### 3.4.1 ACCOUNTABILITY

3.4.1.1 Authorization. The Contractor shall prepare the forms required for justification, deletions, and changes to DA-controlled GFE items authorized on the

Directorate of Public Works (DPW) Table of Distribution and Allowance (TDA) (CDRL 304R001). The Contractor shall prepare the required forms in accordance with the guidance provided in AR 310-49 with supplements thereto. Paragraph 2-70b(1) of AR 71-13, describes the type of items requiring submission of documentation for TDA changes. The Contractor shall attach a copy of the DA controlled items list to each TDA change request.

3.4.1.2 GFE Listing. The Contractor shall furnish to the Contracting Officer, upon request, a listing of all GFE in the format provided in the GFE listing attached to the Contract (CDRL 304R002).

### 3.4.2 USAGE

3.4.2.1 Government Furnished Vehicles. The Government will furnish general purpose vehicles such as utility trucks, dump trucks, pickup trucks, and four wheel drive vehicles for use on work specified under this Contract. The Government will also furnish limited quantities of basic commercial equipment (BCE) such as backhoes, loaders, sanitary trucks, and road sweepers for use on work specified under this Contract. Government vehicles may also be available for one-time requirements from the Installation Transportation Motor Pool (TMP) for Contractor use in performing work specified under this Contract. The Contractor shall obtain COR approval for all such uses of TMP vehicles, and shall ensure that usage of such vehicles does not impact customers who require them.

3.4.2.2 Proper Operation, Use and Care of GFE and CFE. The Contractor shall:

- a. Be responsible for the proper operation, use, maintenance, repair, and PMCS of all GFE and CFE.
- b. Not cannibalize or modify any GFE, including customers' equipment being repaired, without prior written approval of the Contracting Officer.
- c. Load test GFE and CFE MHE as required by TB 43-0142.
- d. Provide trained and licensed personnel to operate GFE and CFE as required by Federal, State and local laws and/or regulations.
- e. Ensure that a "ROAD TEST" sign and a current work order indicating road test is authorized each time a vehicle or piece of equipment is road tested.

3.4.2.3 Calibration Standards. The Government will provide Secondary Transfer Standard Calibration Services for GFE. The Contractor shall:

- a. Provide a point of contact for each major functional area to coordinate calibration services.
- b. Transport Contractor-operated equipment to and from the Government's calibration site.
- c. Ensure all test, measurement and diagnostic equipment (TMDE) in the Contractor's possession is labeled to indicate condition and latest calibration date.

### 3.4.3 TRANSFER

3.4.3.1 Withdrawal of GFE. The Government retains the right to withdraw any GFE at any time during the performance of the Contract. The Government will provide a written 30-day notice of the impending withdrawal of GFE for use on this Contract. If such equipment is still required to perform work required in this Contract, the Contractor shall replace withdrawn equipment with Contractor-furnished equipment.

3.4.3.2 Turn-In of GFE. The Contractor shall coordinate the turn-in of GFE with the Contracting Officer as defined above.

3.4.3.3 Wear-Out of GFE. All items of equipment will be deleted from Government-furnished property listing upon wear-out. If required to maintain Contract performance standards, the items shall be replaced by Contractor-furnished property to which the Contractor will retain title.

### 3.4.4 AUTOMATED DATA PROCESSING EQUIPMENT (ADPE)

The Government will provide ADPE hardware and software required to support Government STAMIS and Installation unique systems and programs currently in use and will provide maintenance and repair parts for Government-furnished ADPE. The Government will furnish STAMIS identified in Section C-5. When unscheduled maintenance or repair of ADPE is required, the Contractor shall notify the COR. The COR will notify the Contractor of dates for scheduled maintenance.

## 3.5 MATERIAL

### 3.5.1 GENERAL

Material includes, but is not limited to, supplies, parts, subassemblies, raw materials, and other components and end items utilized to accomplish work or services described in this Contract. This paragraph and associated subparagraphs, unless otherwise directed by the COR, do not apply to work and services provided in functional area 5.12, Base Supply Services.

### 3.5.2 REQUESTS FOR AND STOCKING OF MATERIAL

The Government will provide material to be used by the Contractor in performing work specified under this Contract.

3.5.2.1 Requests for Material. The Contractor shall submit requests for material to the COR on DA Form 1348-1 Request for Issue or on a Bill of Materials (BOM) produced by STAMIS (CDRL 305R001). The COR may approve the request and proceed with the order, require modification of the request, or reject the request. All requests for material for Individual Job Orders, and requests for other work where the material cost will exceed \$1,000, shall be submitted to the COR with justification of the cost of the material. The COR may require additional information prior to taking action on the request. The Contractor shall submit requests in a timely fashion and ensure that sufficient material is on hand for the work required under this Contract. Lack of material shall not be sufficient reason for non-performance of work required under this Contract.

3.5.2.2 Pick Up Material. The Contractor shall pick up locally purchased material on an average of eight times weekly. Most locally purchased material are picked up within a 50 mile radius of Fort Lee. The Contractor shall pick up material from the Central Receiving Point Warehouse as required.

3.5.2.3 Separation of Material. Requests for items originating from and provided to customers under Section C-5.12 Base Supply Service shall be processed as defined in that section and shall not be subject to COR approval except as defined therein. The Contractor shall ensure that material ordered for customers is not used by the Contractor's workforce. The Contractor shall keep separate material to be issued to customers and material to be used by the Contractor workforce.

3.5.2.4 Authorized Stockage Lists (ASLs). The Contractor shall develop a list of materials for each functional area that the Contractor wishes the Government to acquire as shop or warehouse stock and shall submit the lists to the COR for review, modification, and approval prior to Contract full performance date (CDRL 305R002). The lists shall contain, as a minimum, the following: Description of the item, national stock number (NSN) or Management Control Number (MCN), manufacturer's part number, quantity to be stocked, unit of issue, unit cost, total cost per line item, and total cost for all line items. The lists shall be signed and dated by the Contractor's Project Manager. If approved, the lists will become ASLs for the functional areas. The Contractor shall submit updated ASLs to the COR not later than the last working day of each fiscal quarter. The Contractor shall notify the Government when ASL stocks need to be reordered. The Contractor may stock consumable items as truck stock in accordance with AR 420-18. Consumable items are defined as bulk purchase items such as nuts, bolts, screws, washers, and nails.

3.5.2.5 Accountability Plan. If the Contractor elects to stock items as warehouse, shop, or truck stock, the Contractor shall develop and submit a plan for accountability of the items (CDRL 305R003). The Accountability Plan shall include procedures for receiving, inventorying, accounting, warehousing, issuing, turning in, and disposal of items. The Accountability Plan shall also include procedures for safeguarding pilferable, sensitive, and classified items. The Contractor shall formulate the Accountability Plan in accordance with the requirements of DOD 4145.19-R-1, AR 420-18, AR 710-2, AR 735-5, DA Pam 710-2-1, DA Pam 710-2-2, TM 743-200-1, and TM 743-200-2. The Contractor shall submit the plan to the Contracting Officer for approval not later than 15 working days prior to Contract full performance date.

### 3.5.3 FUEL

The Government will furnish operating fuels for GOCO vehicles and mobile equipment used in performance of services specified in this Contract. The Government will also furnish operating fuels for COCO vehicles and mobile equipment but only if the vehicles/equipment are designated for use exclusively for performance of work under this Contract. The Government will not provide fuel used for transport of Contractor employees between their domicile and their work.

### 3.5.4 EQUIPMENT MANUALS, SUPPLY CATALOGS, AND FORMS

- 3.5.4.1 Technical Reference Libraries. The Government will furnish Technical Reference Libraries. These Technical Reference Libraries will contain copies of all Government-unique regulations and publications cited in this PWS that are currently available at the Installation. Regulations and publications are identified in Section C-6. The Contractor shall maintain an account through the Publications Distribution Office and shall request supplements, updates, and other publications requirements in direct support of this Contract. Requests for official publications shall be prepared in accordance with AR 25-30, DA Pams 25-30, 25-32, and 310-10. When requesting publications requiring classified access, the Contractor shall submit the request to the COR (CDRL 305R004). The Contractor shall submit all other requests as required in AR 25-30, DA Pams 25-30, 25-32, and 310-10.
- 3.5.4.2 Operating Manuals and Parts Catalogs. Equipment operating manuals and parts catalogs presently maintained by the Installation for work specified under this Contract will be turned over to the Contractor prior to start of work. Inventory of parts catalogs will not be taken since the catalogs are a disposable item and become obsolete within several years after issue.
- 3.5.4.3 Record Drawings. The Contractor is advised that existing record drawings of Installation facilities are not 100% accurate in showing current as-built or actual status. Since some record drawings may not be completely accurate, the Contractor shall perform field verification of drawing accuracy prior to performance of work specified in this Contract. The COR will furnish, upon request, a copy of existing and available record drawings of Installation facilities that will be essential to perform the services specified in the Contract. When discrepancies are found the Contractor shall update drawings and submit the updates to the COR.
- 3.5.4.4 Commercial Publications. Commercial publications required in the performance of this Contract shall be obtained by the Contractor. Subscriptions to newspapers, magazines, and other periodicals require concurrence of the COR.
- 3.5.4.5 Forms.
- 3.5.4.5.1 Initial Supply. Initial supply of forms will be made available to the Contractor by the Contracting Officer at Contract start date. Samples of standard Government forms required for the fulfillment of this Contract will be available for Contractor examination in the Reference Library. However, these forms and logs are subject to change periodically. All changes will be provided to the Contractor by the Contracting Officer.
- 3.5.4.5.2 Subsequent Supply. The Contractor shall establish subsequent forms requirements, prepare requisitions for the new stock on DA Form 17, Requisition of Publications and Blank Forms, and submit the requisitions in writing to the COR (CDRL 305R004). The Government will provide forms to meet the identified need throughout the Contract period. The Contractor shall use Government blank forms to the maximum extent possible to accomplish the requirements of this Contract.

## **3.6 SERVICES**

### **3.6.1 EMERGENCY SERVICES**

3.6.1.1 Emergency vehicles and medical personnel will be provided in an emergency, on-the-job situation, when a Contractor employee suffers a serious or life-threatening injury. Government facilities and emergency treatment will be provided in these instances as the first point of medical care. Transfer to other than Government medical treatment facilities shall be effected as soon as possible and as determined by attending medical authorities. Based on Medical Center policies in effect, charges may be made to the employee.

3.6.1.2 The Government will perform fire inspections and fire suppression services.

3.6.1.3 The Government will provide the services of the Installation Military Police for on-Installation emergencies.

### 3.6.2 COMMUNICATIONS

The Government will install, maintain, repair, and remove, as necessary, all Government-furnished telephones, telephone instruments and telephone distribution systems.

3.6.2.1 Contractor personnel shall not relocate Government-furnished telephone communications equipment, nor tamper in any way with the telephone distribution system. Whenever changes to communication services are required, to include changing locations of extensions and adding and deleting phone lines, the Contractor shall prepare and submit DA Form 3938 (Local Service Request) to the COR for approval or disapproval (CDRL 306R001). The Contractor shall obtain prior Government review and written approval before connecting or disconnecting any Contractor-furnished equipment to Government-furnished communications systems, lines, or equipment.

3.6.2.2 The Contractor shall not utilize the Government-furnished communication services for any action not directly associated with the requirements of this Contract. The Contractor shall control and monitor Contractor employees' use of Government long distance telephone circuits. The Contractor shall reimburse the Government for personal calls made by Contractor employees. Control numbers shall be issued to employees authorized to place official Wide Area Telephone Services (WATS) calls. The Contractor shall comply with AR 25-1 and all TRADOC or Fort Lee supplements thereto. The cost of unofficial telephone service, i.e., telephone service not incidental to performance of the Contract, will not be reimbursed by the Government.

3.6.2.3 The following official voice and message services will be provided to the Contractor in accordance with paragraph 1-9.2 of AR 105-23. Contractor use of such services shall be governed by AR 105-10 and 105-31 with TRADOC supplements thereto, AR 105-32, and 105-34.

3.6.2.3.1 Voice. The Government will provide telephone service for official use only through the Government system for on-post, Defense Switched Network (DSN), and local and long distance commercial calls. Official telephone service, consisting of Class A (access to off-post locations), Class A-A (access to Direct Signal Network (DSN), Wide Area Telephone Service (WATS), and Class C (restricted to on-Installation locations) will be provided by telephone instruments located in the Government furnished facilities at Contract start date.

3.6.2.3.2 Message. The Government will provide Automatic Digital Network (AUTODIN) subscriber service.

3.6.2.4 Bills for unofficial calls will be forwarded to the Contractor by the Contracting Officer, for payment to the Defense Finance and Accounting Service. Charges will include Government processing and handling fees.

3.6.2.5 Radio Equipment Frequency. Radio frequency assignments and authorizations will be controlled and furnished by the Government. Communication equipment operations shall be in accordance with AR 25-1, AR 105-23, AR 105-24, ACP 121 Communications Instructions-General, ACP 121 U.S. SUP-1 (CONFIDENTIAL) Communications Instructions-General (U), and ACP 131 Communications Instructions-Operating Signals.

### 3.6.3 MAIL AND OTHER CORRESPONDENCE

3.6.3.1 The US Postal Services delivers all mail to buildings or to a central location for multiple buildings. The Contractor shall distribute mail as necessary internal to Contractor activities. The Contractor shall forward all misdirected mail to the appropriate addressee.

3.6.3.2 The Contractor shall be responsible for any other courier services required for the performance of this Contract.

### 3.6.4 PRINTING

3.6.4.1 Printing support will be rendered to the Contractor by the Defense Printing Service, Detachment Branch Office pursuant to AR 25-30, Army Integrated Publications and Printing Program, with local supplements thereto.

3.6.4.2 The Contractor shall requisition printing services on DD Form 843 (Requisition For Printing and Binding Service). The Contractor shall submit the completed request to the COR for approval in accordance with DPS time requirements (CDRL 306R002).

3.6.4.3 The Contractor shall appoint one printing control assistant and no more than three alternates using Detachment Branch Office DA Form 1687 (Notice of Delegation of Authority - Receipt For Supplies), indicating the individuals authorized to pick-up printed material and submit DD Form 843 through the COR.

### 3.6.5 TRAINING OF CONTRACTOR EMPLOYEES

Contractor personnel shall be eligible to enroll in Government-sponsored education courses and to participate in DOD and DA training courses when it is of direct benefit to the Government, as determined by the Contracting Officer. The Contracting Officer will request quotas for the Contractor from the appropriate schools to accomplish the required training. The Contractor shall request approval for individual training by submitting a completed DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) to the Contracting Officer (CDRL 306R003).

3.6.6 CONTRACTOR PARKING:

Contractor employees will be provided parking space in the vicinity of their work areas subject to space availability and Installation parking policy.

3.6.7 TRASH REMOVAL

The Government will furnish dumpsters. The Contractor may place trash, excluding recyclable material, in the dumpsters. The Government will provide trash pickup from dumpsters and offices. The Government will provide recyclable material pickup.

3.6.8 GENERAL SERVICES ADMINISTRATION (GSA) CREDIT CARDS.

The Government will provide tactical vehicle and General Services Administration (GSA) credit cards on hand at Contract start date. The Contractor shall centralize and control GSA credit cards and credit cards for tactical vehicles. The Contractor shall replace GSA credit cards as set forth by GSA Regional Bulletin FPMR 7-G-171.



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